

## GUIDELINES OF OPERATION

- A. Laboratory hours are 8:00 AM to 4:30 PM, Central Time. Holidays are observed for New Years, Martin Luther King's birthday, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the following day, and Christmas. For after hours submission of animals, please call (615) 837-5125 and follow the instructions.
- B. Fees (subject to change)
1. **Bacteriology:** The fees for bacteriologic testing are twelve dollars (\$12.00) for the first specimen, then six dollars (\$6.00) per specimen thereafter per case, plus six dollars per isolate for antibiotic sensitivity tests.
  2. **Immunology:** The fees for most immunologic testing are twelve dollars (\$12.00) per test, per sample. Exceptions: Lyme disease, IFA eighteen dollars (\$18.00) and Cryptococcus, latex is nineteen dollars (\$19.00).
  3. **Virology:** The fees for virologic testing are fifteen dollars (\$15.00) per test.
  4. **Pathology:** The fees for pathological examination are as follows:
    - i. Necropsy (excludes toxicology) - \$35.00 per animal
    - ii. Histopathology - \$24.00 per animal
    - iii. Submitter special stain - \$12.00 per slide
    - iv. Cytology - \$15.00 per tissue
    - v. Extra slide preparation - \$8.00 per slide
    - vi. Bone marrow evaluation - \$15.00 per case
    - vii. Necropsy plus toxicology - \$60.00 per animal per case
  5. **Toxicology:** The fees for toxicological testing are twenty-five dollars (\$25.00) for the first test, then twelve dollars (\$12.00) per test thereafter per case.
  6. **Miscellaneous charges:** Other miscellaneous fees are calculated as follows:
    - Mailing/shipping cost of service
    - Handling/packaging fee - \$2.00
    - Sample supplies – Cost plus 10%
    - Past due accounts – 2.0% per month after 60 days
    - New test development – cost of service
    - Histology slides to be sent out - \$8.00 per tissue block
- C. All submissions should be accompanied by an appropriate submission form. The form must be filled out entirely.
- D. Animals should not be brought to the laboratory on an outpatient basis for collection of specimens.
- E. Reports: A faxed or telephone report will be given on any significant laboratory findings as they become available or if the result requires an explanation by a veterinary diagnostician. Please provide a legibly written telephone number, including the area code, when requesting a telephone report. A written report will be issued to the referring veterinarian upon completion of the case unless results are transmitted via telephone facsimile, in which case, the faxed copy serves as the written report. Copies of the owner's written report are sent to the owner if the owner delivered the tissues and/or animal directly to the laboratory or the submission is from a farm animal species and the owner's complete address is present on the submission form.
- F. Please report any changes of address or phone number to the laboratory at this number: (615) 837-5125.
- G. Veterinarians using laboratory services may either send payment with submitted specimens or establish a charge account with the laboratory. Accumulated charges will be billed on a monthly basis. Charges will be billed on the first working day of each month; the bill will reflect fees for those cases which have had all results completed from the previous month. Remittance should be made prior to the 25<sup>th</sup> of the month. Failure to do so will result in a second billing. Failure to remit payment within two billing cycles will result in statements being forwarded to the staff attorney for collection and suspension of all laboratory services with the exception of test procedures implemented as part of program work prescribed by either TDA or USDA.

*\* No fee will be charged for tests performed on livestock except for serologic testing for equine infectious anemia (\$5.00). Livestock is defined as all equine as well as animals which are being raised primarily for use as food or fiber for human consumption included, but not limited to, cattle, sheep, swine, goats, and poultry.*